



## Business License Renewal Application Information – July 2020

### \*\*\*PLEASE READ\*\*\*

It's now time to renew your business license for the 2020-2021 license year. Recognizing the impact of the COVID-19 pandemic on local businesses, the City has postponed the annual Business License fee collection process by two (2) months. Typically, the City sends renewal notification letters on May 1 with a payment deadline of June 30. For the current year, the City is now sending renewal notification letters with a collection deadline of August 31. Businesses are permitted to pay late without penalty if the fee is submitted by September 30, 2020. Postponement of the renewal period does not change the term of the license year set by Ordinance (July 1 – June 30). Business License fees will not be prorated, and the annual amount charged will not be adjusted as a result of the postponement.

Additionally, the State of Missouri has extended the State Liquor License deadline by sixty (60) days. To be consistent with this extension, the City's annual Liquor License fee deadline will also be extended by sixty (60) days, from July 31, 2020 to September 30, 2020.

Enclosed you will find your pre-printed renewal application. **Please indicate any updates or changes with red ink or highlighter.** Once you've verified that all information is correct, please mail the completed form and payment in the enclosed return envelope.

A few reminders...

- **All renewal applications are due by September 30, 2020.** Any renewals received after October 1, 2020 are subject to penalties and possible court fines.
- **If your business has closed or moved out of Clayton, please notify us immediately** so we can update our records.
- The minimum renewal fee for any license is \$50.00.
- Remember to include your **Statement of No Tax Due** (*if you possess a sales tax license; retail, restaurant, etc.*) and/or **Workers' Compensation coverage certificate** (*if you carry Work Comp insurance*).
- All applications must be signed and dated.
- Checks should be made payable to **City of Clayton**. If you prefer to pay by credit card, please complete the authorization form on the back of the application.
- All renewals and payments should be submitted to:

City of Clayton  
Attn: Business Licenses  
10 N. Bemiston Ave.  
Clayton, MO 63105

If additional information or assistance is needed, please contact Michelle at  
(314) 290-8442 or [mabernathy@claytonmo.gov](mailto:mabernathy@claytonmo.gov)